

CLAIM FOR TRAVEL EXPENSE
SUPREME COURT OF NEVADA
 201 S. Carson St., Suite 250, Carson City, NV 89701-4702

Name: Jane Smythe

Mailing Address: 987 First Street

Telephone Number: 775-555-9876

Judicial/Business Affiliation: Anyplace Court

Official Station (city, state): Anytown, NV

Title: District Judge

City and Zip Code: Anyplace, NV 89999

Facsimile Number: 775-555-1234

Email: janesmythe@yourcourt.nv.gov

Employee ID # (state employees only): _____

Purpose of the Trip:

Attendance at the Nevada Family Jurisdiction Judges Conference March 2-3, 2016 and State Bar of Nevada Annual Family Law Conference March 3-4, 2016 in Ely, NV

Traveler is a (check one):

☐ Supreme Court Justice or Supreme Court/AOC Employee

☐ Senior Justice or Senior Judge

☒ District Court Judge or Employee

☐ Municipal or Justice Court Judge or Employee

☐ State Executive Branch Agency Employee

☐ Judicial Board, Committee or Commission Member

☐ Independent Contractor

☐ Other

Check here if the Supreme Court/Administrative Office of the Courts paid for an airline ticket in relation to this travel claim.

☐ Include costs for airline tickets below only if the traveler paid for an airline ticket and is requesting reimbursement.

Other Transportation Codes (Does not apply to personal vehicle. See personal vehicle column): **AV** (agency vehicle) **MP** (State Motor Pool car) **RC** (rental car) **GR** (ground trans such as taxis, shuttles, subway, city bus, etc.) **P** (plane) **X** (passenger in car)

Date	Destination	Time in Travel		Transportation				Daily Expenses						Total for the Day	
	(Cities/locations traveled to and from)	Status		Personal Vehicle		Other Trans		\$11.00	\$12.00	\$23.00	Total for Meals		\$5.00		
		Include a.m. or p.m. Used to determine eligibility for meal reimbursement		# of Miles Driven	Cost per mile (either .54 or .27)	Enter Code from Above	Cost	Break-fast	Lunch	Dinner			Lodging		Incidental
		Began	Ended												
03/01/16	Drove from home to Ely, NV	2:00 pm		300.0	162.00					23.00	23.00	97.01	5.00	287.01	
03/02/16	NV Jurisdiction Judges Conference, Ely, NV				-			11.00	12.00	23.00	46.00	97.01	5.00	148.01	
03/03/16	NV Jurisdiction Judges Conf. and State Bar Family Law Conf., Ely				-			Provided	Provided	23.00	23.00	97.01	5.00	125.01	
03/04/16	State Bar Family Law Conference, Ely, NV				-			Provided	Provided	23.00	23.00	97.01	5.00	125.01	
03/05/16	Drove from Ely, NV to home		12:00 pm	300.0	162.00			11.00			11.00		5.00	178.00	
					-						-			-	
					-						-			-	
Airport or Other Parking Fee														-	
Registration or Other Fee															
Total Claimed					324.00		-	22.00	12.00	92.00	126.00	388.04	25.00	863.04	

Original travel claims and signatures are required to be reimbursed. No fax transmittals are accepted. Maximum amounts to be reimbursed for meals and lodging can be found at www.gsa.gov under the per diem link. Original itemized receipts are required and must be attached to the travel claim in order to be reimbursed for: 1. Airline tickets; 2. Parking; 3. Transportation expenses (rental car, shuttle, taxi, etc.); 4. Lodging; 5. Meals in excess of the standard rates above; and/or 6. Registration or similar expenses associated with the reason for travel. The travel claim must be submitted for reimbursement within 30 days of the last day in travel status. Prior approval of travel by the Supreme Court, AOC, and/or the Judicial Education manager, is required in order to be reimbursed for travel to conferences or out-of-state.

I declare under penalty of perjury that this claim and accompanying evidence has been examined by me and to the best of my knowledge and belief is a true and correct claim in conformance with Supreme Court and other governing authority statutes and policies.

Signature of Traveler

Date

Signature of Approving Authority

Date